



**Dumfries and
Galloway College**

One step ahead

APPROVAL TO OFFER SPECIFIC AWARDS PROCEDURE

Responsibility: Performance and Enhancement Manager

Issue Date: 18th August 2026

Equality Impact Assessment: 3rd July 2026

Version: 2

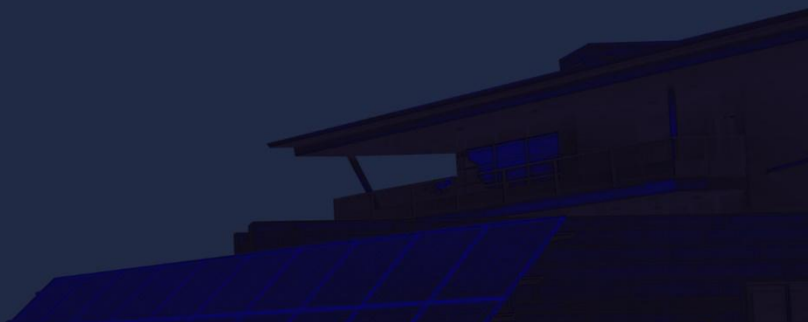


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Approval to Offer Specific Awards Procedure

1. Purpose

The purpose of this procedure is to ensure that all new awards and changes to existing awards are fully planned, documented, approved, implemented and recorded.

2. Scope

This procedure describes the requirements, responsibilities and methodology for conducting approval to offer specific awards. The procedure applies to all new awards/units and replacements for all College delivery modes. Where approval is being sought to offer non-recognised awards, this will require validation and the procedure for Creating and Validating Non-Recognised Awards should be followed.

3. References

- 🔑 SQA Guide to Assessment Version 4.2 (March 2026)
- 🔑 SQA Quality Assurance Criteria (V1.1 March 2021)
- 🔑 Curriculum Planning Procedure
- 🔑 Creating and Validating Non-Recognised Awards Procedure

4. Definitions

4.1	Assessment Instrument	How a student will be assessed. Method of assessment i.e. role play, case study, written/oral questions, on-line assessment.
4.2	Assessment Specification	What the student has to do, i.e. for a practical exercise give a full description of the task. Assessment Specifications form part of the Assessment material for a unit.
4.3	Assessment Material	Marking schemes, model answers, checklists and assessment specifications.
4.4	Assessment Exemplars	Assessment material provided by Awarding Body to be used to provide guidelines and support for staff who facilitate assessment of units.

4.5	NABs	National Assessment Bank material provided by Qualifications Scotland to be used to provide guidance and support for staff who facilitate assessment of national qualifications.
4.6	ASPs	Assessment Support Packs provided by Qualifications Scotland to be used to provide guidance and support for staff who facilitate assessment of national qualifications.
4.7	Awarding Body	An organisation that has approval to award qualifications. Examples of awarding bodies that the college is externally approved to offer awards/qualifications through are: Qualifications Scotland, City and Guilds, IMI, EAL, Leadership Skills Foundation (Sports Leaders), REHIS, Highfields.
4.8	Pre-Delivery Checklist	An internal check carried out by assessors prior to the delivery of a unit. The pre delivery schedule checklist confirms that the delivery schedule, unit specification, assessment, reassessment and marking guidelines are the most current versions
4.9	CPS	Course Proposal and Specification
4.10	PPD	Proposed Programme Delivery

5. Responsibility

All staff who are responsible for Curriculum Planning and delivery of accredited units/awards.

6. Procedure

- 6.1 Through curriculum planning discussion the appropriate Curriculum Manager will develop and submit for consideration of the Director of Learning and Teaching and the Vice Principal Curriculum and Student

Experience a proposal that not only outlines market support for the proposed provision but also meets the requirements of College Strategic Aims. The award/unit should be relevant to College Operational Plans and in line with the college's Outcomes Framework and Assurance Model. Information should include details of the total resource implications involved together with a timetable for development and implementation of the course. Agreed courses are added to the PPD. *(please refer to Curriculum Planning Procedure)*

- 6.2 The Skills Delivery Manager will confirm the delivery to be undertaken each academic year to the Vice Principal Curriculum and Student Experience.
- 6.3 Following approval to proceed an online Course Proposal and Specification (CPS/CDP) is used to fully complete the approval application. This will also generate the appropriate unit template for the online core pack. This process also applies to the approval for non-recognised awards. *(see Appendix 3 for evidence requirements)*.
- 6.4 For SVQ Qualifications, a request for a VQ Core Pack template to be created must be submitted to the Learning Technologist.
- 6.5 Where a similar programme is being proposed on each campus site, there should only be one new Course Proposal and Specification submitted.
- 6.6 Once the CPSs are submitted these should be reviewed by both the Performance and Student Records Teams within 10 working days. Following submission of the CPS, the designated curriculum team will develop Core Packs/VQ Core Packs. Where SCQF Rating is being sought, approval to offer for non-recognised college devised awards, this will require credit rating, levelling and vetting. A validation panel will check the SCQF level and credits allocated to the award by the design team and make recommendations for approval. *(Please refer to the Creating and Validating Non-Recognised Units/Awards Procedure)*
- 6.7 The allocated editor of each Core Pack/VQ Core Pack should make a request to the Performance Team to source ASPs/NABs/Assessment Exemplars where available. The Performance Team will upload these to the appropriate section of the Core Pack/VQ Core Pack.

- 6.8 All assessment and re-assessment materials, including college devised and awarding body materials and core pack contents, should be internally verified prior to delivery. It should be noted that Internal Verifiers cannot verify the materials they have developed. If no appropriate Internal Verifier is available the Performance and Enhancement Manager should be advised to allow a discussion with awarding body to take place. Assessors will also check currency and accuracy of assessment and reassessment materials for each unit prior to delivery each session. This is carried out by completing an online pre delivery checklist.
- 6.9 If External Approval is required an application will be submitted to the appropriate awarding body following CPS acceptance and internal verification of core packs. As a minimum, all units to be delivered in block one must be internally verified prior to seeking external approval.
- 6.10 Progress on approvals is discussed between the Curriculum Manager and the Performance Team at each monthly Performance / Curriculum Manager Meeting.
- 6.11 Following internal verification of each core pack, the internal approvals database is updated automatically (currently only for Qualifications Scotland units/awards).

7. Distribution

All Staff

Repository

8. Revision Log

Revision Log		
Date	Section	Description
October 2021	Throughout the Procedure	Job titles updated to reflect changes in organisational structure
October 2021	3. References	SQA Guide to Assessment, October 2019 update noted SQA Quality Assurance Criteria March 2021 update noted
October 2021	4. Definitions	Awarding Body and Pre-Delivery Checklist definitions added

October 2021	Throughout the Procedure	Candidate changed to Student
October 2021	5.5 5.9	Additional point added Point 5.9 added to procedure to reflect change in process
October 2021	Throughout the procedure	Moderation changed to Verification, Moderator changed to Verifier
October 2021	Throughout the procedure	Curriculum Development Plan (CDP) changed to Course Proposal and Specification (CPS)
October 2021	Distribution	Quality Manual changed to Repository
12.01.2022	5.4	Programme team changed to curriculum team
3/06/26	Format	Updated to reflect Document Control template with inclusion of Equality Impact Assessment as Appendix 1
3/06/26	Throughout the procedure	SQA changed to Qualifications Scotland
3/06/26	Throughout the procedure	Replaced Regional Outcome Agreement with Outcomes Framework and Assurance Model
3/06/26	Section 3	Updated Version – SQA Guide to Assessment Version 4.2 (March 2026)
3/06/26	Section 3	Added Curriculum Planning Procedure
3/06/26	Section 4	Added Course Proposal and Specification
3/06/26	4.7	Updated Sports Leaders to Leadership Skills Foundation (Sports Leaders) Removed NEBOSH and IOSH
3/06/26	4.10	Added PPD: Proposed Programme Delivery
3/06/26	6.1	Added reference to PPD
3/06/26	6.1	Added Director of Learning and Teaching
3/06/26	6.1	Replaced Vice Principal Learning, Skills and Student Experience with Vice Principal Curriculum and Student Experience
3/06/26	6.2	Added process for Skills Delivery Team
3/06/26	6.4	Added process for creating VQ Core Pack
3/06/26	6.6 & 6.7	Added VQ Core Pack to the process
3/06/26	6.8	Updated Performance Manager to Performance and Enhancement Manager
3/06/26	6.9	Added additional requirement for seeking external approval.

THIS FORM TO BE UPDATED WHENEVER THERE IS A CHANGE IN ANY SYSTEM DOCUMENT				
Document Name	Document Owner	Revision Number	Date of Issue	Date of Withdraw
Approval to Officer Specific Awards Procedure	Performance Manager	1	04.05.22	
Approval to Officer Specific Awards Procedure	Performance and Enhancement Manager	2	18.08.26	

Appendix 1 – Equality Impact Assessment

Document:	Approval to Offer Specific Awards Procedure
Executive Summary:	This procedure enables the planning and approval of the awards that Dumfries and Galloway College offer. This Equality Impact Assessment (EIA) evaluates the procedure's potential impact on various protected characteristics to ensure it promotes equality and does not inadvertently discriminate against any group. The quality assurance checks included in the process will further support these positive outcomes.

Duties:

1: Eliminate discrimination, harassment and victimisation

2: Promote equality of opportunity

3: Promote good relations

* Human Rights to privacy and family life, freedom of thought and conscience, education, employment

PSED Impacts

	Commentary
Age	The procedure applies consistently to the approval of all accredited and non-recognised awards regardless of the age. Curriculum planning should consider student demographics and ensure that proposed provision meets the needs of different age groups where appropriate.
Disability	This procedure does not pose any barriers for disabled students or staff.
Gender	This procedure ensures equitable access all planned provision irrespective of gender.
Gender Based Violence	The procedure aligns with institutional policies supporting victims of gender-based violence, including safeguarding measures and student support services.
Gender identity/ reassignment	This procedure is neutral for these characteristics with no adverse impact identified
Marriage/civil partnership	
Pregnancy/maternity	

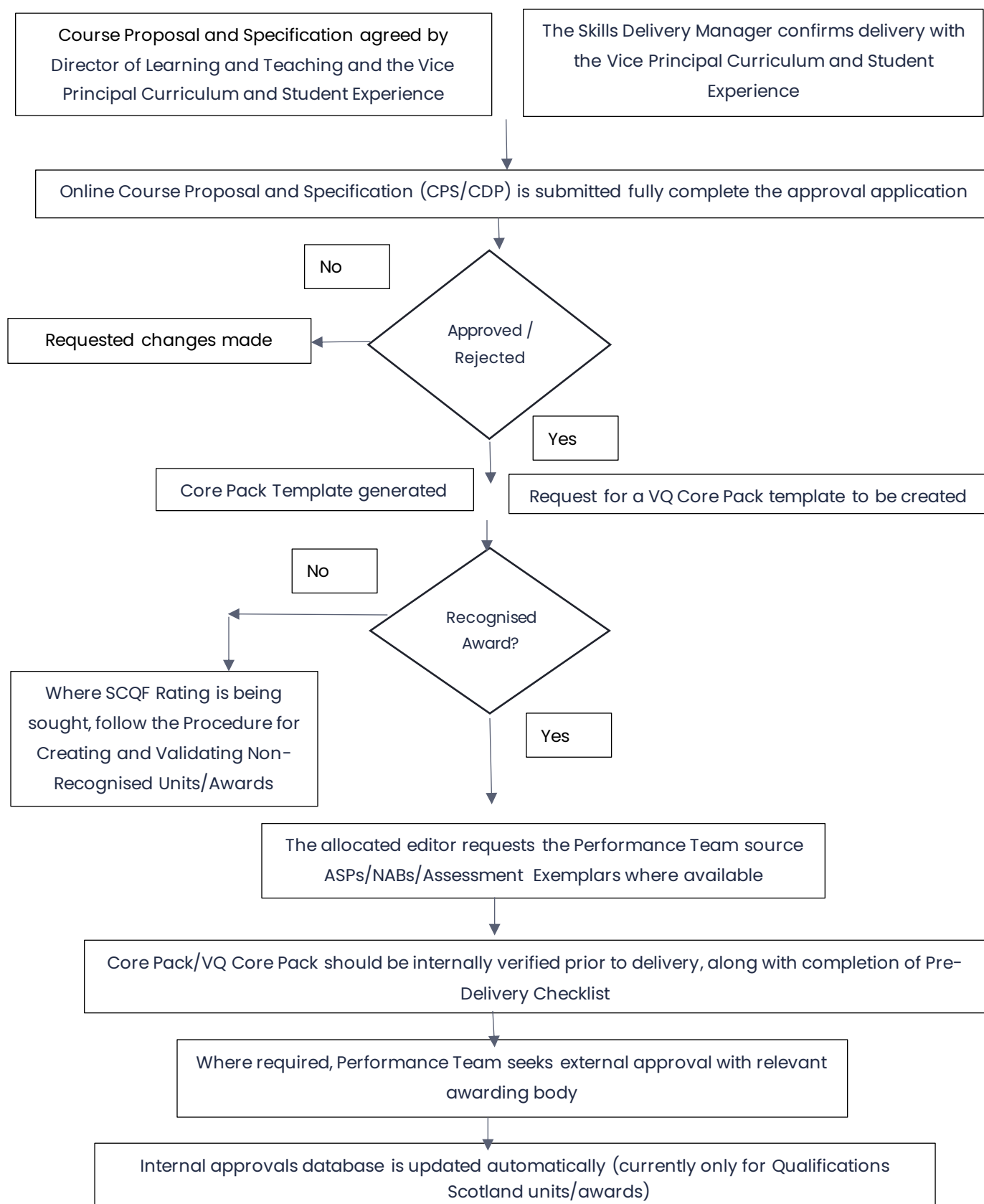
Religion or Belief	
Race	
Sexual Orientation	

Additional Considerations

Care experienced	This procedure is neutral for these characteristics with no adverse impact identified
Carers	
Mental Health	
Socio-economic status	
Veterans	
Human Rights*	

Lead Officer:	Performance and Enhancement Manager		
Facilitator:	Performance and Enhancement Manager		
Date initiated:	3/07/26		
Consultation:	Desktop Research includes college procedures and SFC and awarding body guidance.		
Research:			
Signature	<i>Sonya Rutter</i>	Date	3/07/26

Appendix 2 – FLOWCHART



Appendix 3 – Evidence Requirements for Approval

All units being delivered in Block 1 must be internally verified for approval prior to delivery. The list below is the minimum requirement of a core pack prior to submission for approval:

- 🔧 Unit Specification
- 🔧 Delivery and Assessment Schedule (Delivery Schedule)
- 🔧 Summative Assessment & Marking Guidelines (for the whole unit) / Assessment Plan
- 🔧 Summative Re-Assessment & Marking Guidelines or Statement (for the whole unit)
- 🔧 Group Checklist
- 🔧 Assessment Feedback Record
- 🔧 Candidate Declaration Form (authentication)
- 🔧 Validation Panel Report (for Non-Recognised Awards)
- 🔧 Evidence of Internal Verification

All of the above evidence required for approval of units will be included in the online core pack.

Following approval of block 1 units the timescale for submitting all other units for approval will be agreed between the Curriculum Manager / Skills Delivery Team and Performance and Enhancement Manager. All units being delivered must be internally verified for approved and a pre delivery checklist completed prior to delivery.